

# STOP!

## Before you read these books....

We would like to suggest that you try loading and using *Clan Practical Accountant* without first reading about how to do it.

We suggest this because the program is remarkably easy to use, and using it will give you an idea of what information you need from the guides. In turn, the information in the guides may make more sense to you if you already have some experience with the program.

The four guides are designed to allow you to find information quickly. Each has its own table of contents and index, and each is considerably thinner than the manuals you may have seen with other accounting software products. These features should help you find what you need to know. But a more important feature is each manual's concentrating on a particular type of information. This will let you go right to the sort of thing you need without wading through six pounds of facts you aren't interested in.

Two booklets are meant for first-time users of the program. If you've had no training or experience in accounting, *The Beginner's Guide to Bookkeeping* will give you the basics, in plain English. If you're new to computers, the *Tutorial Guide* should help give you a feel for the way *CPA* works in your machine.

The other two guides are meant to give you information after you're up and running with *Clan Practical Accountant*. *The CPA Reference Guide* covers every aspect of program operation in step-by-step detail. It's the "bible" you can refer to for explanations of specific program features. *The Question & Answer Guide* provides solutions to common problems that you may encounter in both accounting and program operation.

We hope these guides will prove more helpful than they are necessary.